



TREASURER'S OFFICE

R. Eileen King, CFM, CFE
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0108
Phone: 785-537-6320
Fax: 785-537-6326
E-mail: eking@rileycountyks.gov
Website: www.rileycountyks.gov

OUT OF STATE REFUND INSTRUCTIONS

INSTRUCTIONS: All of the following items shall be submitted to the County Treasurer's Office in the County in which the motor vehicle was registered:

(1) Current Kansas owner's registration receipt (original) or: \$.50 cash or money order in order to process a duplicate.

(2) A copy of the applicant's current out-of-state driver's license.

(3) A copy of the applicant's current out-of-state registration.

(4) The Kansas license plate.

[] (a) If the state you are currently residing in required that you surrender your Kansas license plate, please check the box to the left. We then need a notarized statement from the Vehicle Department of your new state to verify the surrender of your license plate.

(5) Please list your Social Security Number (or Federal ID Number if applicable) above your signature and print your current address where the refund can be mailed:

Social Security or Federal ID Number: _____

Signature: _____

First Name

Middle Initial

Last Name

Phone #

Street Address (for mailing purposes)

E-Mail Address

City

State

Zip

(6) Please return this form with other supporting documentation to:

R. Eileen King
Riley County Treasurer
110 Courthouse Plaza
Manhattan, KS 66502

PURSUANT TO K.S.A 79-5107(d), REFUND WILL BE CALCULATED FOR THE NUMBER OF FULL MONTHS REMAINING AFTER APPLICATION FOR REFUND IS RECEIVED BY THIS OFFICE.

MISSING OR INCOMPLETE INFORMATION OR DOCUMENTS WILL DELAY OR REDUCE YOUR REFUND

NO REFUNDS MADE FOR LESS THAN \$5.00.